

**Milford Water/Wastewater Commissioners’
Meeting Minutes
July 21, 2015**

Present: Dale A. White, Vice-Chairman
Robert E. Courage, Member
David Boucher, Director
Absent: Michael Putnam, Chairman

Call to Order

Vice-Chairman White called the meeting to order at 7:21 p.m.

Decisions/Approvals

Approval of Meeting Minutes – Vice-Chairman White made the motion to approve the July 7, 2015 meeting minutes as amended. Commissioner Courage seconded the motion. All voted in favor.

Entrance Fee Policy Amendment – Director Boucher said amending the entrance fee policy, particularly commercial sewer rate fee calculations, had been a suggestion during the 2014 sewer rate study. Following Mr. Boucher’s investigation into the multiple entrance fee calculation factors he felt there is insufficient reason to justify a change to the current policy, an ordinance. He added that some commercial properties may have less of an impact upon the water distribution system than residential properties.

Abatement Requests:

94 Webster Street, Reconnection Fee – Commissioner Courage made the motion to approve this water reconnection fee abatement request in the amount of \$50.00 following a final water meter reading, an unsuccessful real estate property closing and payment having been received after the due date. The residential water had not been turned off. Motion seconded by Vice-Chairman White. All voted in favor.

84 Patch Hill Lane, Sewer Late Fee – Vice-Chairman White made the motion to approve this late fee waiver request, on a one-time basis, in the amount of \$10.00 due to a late fee assessment. An outdated mailing address delayed the receipt of billing payment. Motion seconded by Commissioner Courage. All voted in favor.

12 Vine Street, Sewer Charges – Vice-Chairman White made the motion to approve this sewer abatement request in the amount of \$187.66. The amount of usage to be abated due to a broken pipe is 4,265 cubic feet. The broken pipe has been repaired. Motion seconded by Commissioner Courage. All voted in favor.

29 Myrtle Street, Sewer Charges – Vice-Chairman White made the motion to approve this sewer abatement request in the amount of \$248.25. The amount of usage to be abated due to a faulty exterior spigot having occurred while the residents were away is 5,642 cubic feet. Director Boucher explained a water service technician had turned off the spigot during the family's absence. Motion seconded by Commissioner Courage. All voted in favor.

81 Mont Vernon Street, Sewer Charges – Vice-Chairman White made the motion to approve this sewer abatement request in the amount of \$66.39. The amount of usage to be abated due to a faulty exterior rear spigot is 1,207 cubic feet. Director Boucher added this abatement approval is on a one-time basis. Motion seconded by Commissioner Courage. All voted in favor.

Discussion/Information Items

West Elm Street Water Main Extension – Update – Director Boucher said he provided project progress details to a reporter for the Cabinet today. He awaits bacteria analysis results. All curb stops are in place. Discussion followed regarding water connections. The commercial entrance fees will be calculated and billed promptly 30 days following connection, according to gallons-per-day usage and be based upon business-to-business usage comparisons. After two billing cycles, the estimated and actual usage based billing will be reviewed for needed adjustments.

Prospect Hill Water Storage Tank Removal Project –Project Update – An updated project schedule has been received. Trees have been limbed and cut. Soil sample results were discussed. The presence of lead has been detected and is well below the level necessitating any action. Leighton A. White, Inc., has been contracted to deliver hay bales, handle the silt fence and cut/cap the water line off of Prospect Street. The tank is permanently off-line and is slowly draining. Mr. Boucher will notify the abutters of the updated start date and work hours of the water storage tank demolition. He showed photos of the crew managing the project progress to the commissioners.

Dram Cup Supplemental Loan Agreement/Project Completion – Mr. Boucher informed the commissioners this agreement signed by the Board of Selectmen was mailed to the NH DES on July 14th.

Border Street Water Main Project – Director Boucher reported meeting yesterday with Mr. Jeff Kevan, T. F. Moran. The project has been Dig-Safed and work will be performed beneath two sewer services. Updated plans should be delivered to Mr. Boucher by Tuesday, July 28th. Material lists will be generated, availability will be quoted, and bid packages will be prepared for the August 4 commissioners' meeting. Contractors to be invited to bid on this project will include R. H. White, Mathewson, Leighton A. White, and Park Construction, and there may be others added to this list. Mr. Courage said ensuring material availability and coordinating efforts between the Water Department staff and the successful bidder will be the priority to avoid wasteful spending and unnecessary delays for a project this size. Mr. Boucher said the distance between hydrants will not change, however the hydrants will be relocated to the other side of the street.

Wellhead Protection Program – Mr. Boucher reported that the NH DES has reviewed the list of businesses to be inspected and extended the deadline to August 31st for inspecting the commercial properties within 4,000 feet of the Curtis Wells.

Activities Report – The commissioners reviewed the information and made inquiries of the completed and planned Water Department, Collection System, and Wastewater Operations tasks.

Non-Public Session: The commissioners did not enter into a non--public session regarding land during this meeting.

Discussion Item Not Appearing on the July 21, 2015 Board of Commissioners' Meeting Agenda – Commissioner Courage said during a recent conversation with a member of the Quarry Condo Association's Board of Directors, he learned that Mr. Merv Newton, a condo owner, presented the Board of Directors with a \$171.00 bill from the Water Utilities Department for miscellaneous charges relative to the exterior water meter interface unit damaged during the winter conditions, snow and/or ice, while Mr. Newton was away from NH. Mr. Courage inquired of the Water Department's practice of billing customers for negligence and unavoidable weather related circumstances. Director Boucher said it was his recollection that the water meter equipment damage had not resulted from snow or ice but was the result of snow removal operations performed on the grounds managed by the Condo Association. He acknowledged he was aware Mr. Newton had requested a separate invoice to present to the Condo Association. Mr. Boucher will investigate deeper into the miscellaneous billing charges.

Future Appointments/Meetings:

The next Commissioners' meeting will be held on Tuesday, August 4, 2015 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

At 8:09 p.m. Vice-Chairman White made the motion to adjourn the meeting. Commissioner Courage seconded the motion. All voted in favor.

Dale A. White, Vice-Chairman

Date

Robert E. Courage, Commissioner

Date